

# **Levels of Technology Implementation (LoTi)**

## **DETAILS for the 21st Century Questionnaire**

### **Instructions for Completion**

*Takes just 20 to 25 minutes online!*

**The LMSD Questionnaire Period begins immediately, and continues through June. Please be sure to complete the online questionnaire before June ends so your results are tabulated with the district aggregated data.**

### **Overview**

All professional instructional staff members are urged to complete the DETAILS for the 21<sup>st</sup> Century Questionnaire (previously the Levels of Technology Implementation – LoTi – Survey). It takes less than 30 minutes online and can be done at school or from a connection to the Internet from home (including dial-up). Just follow the instructions provided below.

***DETAILS stands for “Determining Educational Technology And Instructional Literacy Skillsets” and represents an update of the LoTi Questionnaire we have taken previously – with fewer questions required!***

The results of the DETAILS Questionnaire are not only informative and useful for each individual, the aggregated data also provides valuable guidance for planning technology staff development district-wide and at the building level. Each of the district’s technology workshop topics is aligned with the LoTi Framework, and target LoTi levels are indicated online and in the workshop catalog. Visit the LoTi Lounge -- <http://www.lotilounge.com> -- for more information about LoTi Levels and the LoTi Framework.

### **Who Should Complete the LoTi Online Questionnaire?**

All teachers and building principals should complete the questionnaire. Technology Mentors, Elementary Tech Curriculum Facilitators, and high school teachers in the Classrooms for the Future Cadre are required to complete the questionnaire as a part of those programs. In addition, all teachers in the Teacher Laptop Option program are expected to complete the questionnaire as part of their yearly assessment commitment. These programs cover virtually all district teachers, however, participation is voluntary for those not covered in one or more of these situations. Please remember, though, the more teachers that complete the Questionnaire, the more accurate the aggregated information will be for planning purposes. **Individual results are NOT viewed or reported.**

## Logging in & Taking the Questionnaire

1. Access the LoTi Lounge at: <http://www.lotilounge.com/>
2. You will be greeted with a WELCOME SCREEN Login Page (Screen #1)
3. **If you are a new user**, click on the link that says 'Sign Me Up!' in the 'I'm a New User' section of this page, and then follow Steps 4 through 11.

**If you are a returning user**, enter your User ID and Password in the 'I'm already registered' section of this page, then *skip to Step 8 and continue through Step 11*.

**If you are a returning user and forget your login information**, go to the section, "Need Help with the Login?" – Do NOT use the GroupID and password in Step 4 since it will not work for returning users.

4. Follow the instructions on the USER REGISTRATION page (Screen #2). You will first be prompted to enter your Group Information. For Lower Merion School District, use the following:

**GroupID: pennsylvania**

**Group Password: pennsylvania**

5. In the next section, you will be prompted to create your Group Member Information including a User ID and Password of your choosing. To keep things simple, you are encouraged to use your LMSD Network username for the LoTi User ID, but the LoTi password you choose definitely should be something different, yet easy to remember because you will use it to login to LoTi Lounge in the future. (*See Need Help with the Login? section below.*) You will also be prompted to indicate your grade level and subject area.

6. In the final section of this page, you will be asked to enter your Email Address. Be sure to provide your LMSD email address. If you do forget your LoTi Lounge Group Member Information for login in the future, you can enter your LMSD email address and receive a reminder by return email message. Click the Submit button.

7. On the next page, CHOOSE YOUR ORGANIZATION (Screen #3), you will be prompted to select, then to confirm your district and school from pick lists for the state of Pennsylvania. Select Lower Merion School District first. Then choose your building and click 'Continue'. If you see multiple selections for your school, just pick one of them, it won't matter which. If you are an itinerant teacher working in more than one school, please select the building where you spend the majority of your time or where you get your check. You may only select one building. Clicking the Continue button completes and confirms your registration. (*continue with Step 8*)

8. New Users will now see the LoTi Lounge WELCOME screen (Screen #4a), and Returning Users will see the LoTi WELCOME BACK screen (Screen #4b). To access the online LoTi Questionnaire, click on the 'Take the DETAILS Questionnaire' link.

9. On the DETAILS START NEW QUESTIONNAIRE Page (Screen #5) first choose the correct questionnaire version for your position in LMSD -- Inservice Teachers, Building Administrators, Instructional Specialists, or Media-Technology Specialists. **See the section on “*Questionnaire Versions*” if you need help selecting.** Then click Start a New Questionnaire. You will then be asked to confirm Questionnaire type, Group (Lower Merion School District), and Organization (school building). To confirm click the Continue button.

10. DETAILS INTRODUCTION, Page 1 of 6 (Screen #6) -- Please read the introductory paragraphs and answer the Computer Access question (Yes for all LMSD respondents), then click Continue.

11. DETAILS DEMOGRAPHIC INFORMATION, Page 2 of 6 (Screen #7) -- Complete the initial demographic items, then click Continue.

12. DETAILS QUESTIONS, Pages 3 through 6 (Screen #8) – Continue with the 37 items of the DETAILS Questionnaire. Phrases in red are links to operational definitions. Tips on answering the questions presented are found at the end of this document (p. 11).

## **When You Finish**

Once you respond to all the items, click on the “Submit Your Survey” button (Screen #8). You will be taken to a summary of your results with links to suggestions for your own staff development based on your Questionnaire responses (Screen #9). You will find your DETAILS results, levels of Current Instructional Practices (CIP), Personal Computer Use (PCU), and Level of Technology Implementation (LoTi). If you don't see your LoTi, CIP, and PCU results, click the printer icon (upper right of screen). This will display your DETAILS and LoTi levels on the same screen.

Click “Professional Development” under Recommendations in the left navigation menu for suggestions based on your individual results. Click the printer icon (upper right of screen) to display all the recommendations together. You can print this window, and Mac users can easily save a PDF of the window for future reference (select Print from the File menu, then click the PDF button at the lower left).

You may return to the LoTi Lounge ([www.lotilounge.com](http://www.lotilounge.com)) at any time to review your individual results from this year or a previous year (See Screen #4b, Review Results & Recommendations). LMSD Technology Staff Development Workshops are now keyed to LoTi levels to help guide your selections for your maximum benefit. Of course, your individual experience, current situation, needs, and interests should always be considered.

## **If You Cannot Finish in One Sitting**

While you are taking the LoTi DETAILS Questionnaire online, you may need to stop before finishing. You may save the responses you already made and exit the Questionnaire by clicking on the “Save and Exit” button at the top and bottom of each web page (Screen #8). You may return to the LoTi Lounge later, login with your User ID and Password and the Group ID and Password, and complete the Questionnaire without losing your previous work.

## **Need Help with the Login?**

If you completed the online LoTi Questionnaire in a prior year, you will already have a LoTi Lounge User ID and Password, but you may have forgotten it. If so, go to the Login, then click the “Need help signing in?” link. You can then fill out the Password Request Form by just providing your email address. Both your User ID and your password will be sent to you by email within a few minutes.

**If you are taking the Questionnaire for the first time, be sure to register as a new user to create a User ID and Password. These are different from the Group ID and Group Password needed for just the Questionnaire. Your individual User ID and Password will also allow you to use all the other parts of the LoTi Lounge.**

*When prompted for your email address the first time, be sure to use your LMSD email address. If you need a reminder of your User ID and/or password next year, you will at least remember which email address you used.*

## **Questionnaire Versions**

### ***Inservice Teacher Questionnaire***

The Inservice Teacher Questionnaire should be taken by K-12 classroom teachers that teach in a standard classroom setting whereby they are directly providing instruction for students and are involved in classroom curriculum decision-making.

### ***Instructional Specialist Questionnaire***

The Instructional Specialist Questionnaire should be taken by teachers who are directly providing instruction for students and may be involved in curriculum decision-making, but not necessarily in a standard classroom setting. Examples of instructional specialists include classroom instructional aids, math specialists, reading specialists, special education teachers, talented and gifted facilitators, and resource teachers.

### ***Media Specialist Questionnaire***

The Media Specialist Questionnaire should be taken by technology-related site specialists who may be involved instructionally with students, but whose primary functions include overseeing technology purchases, maintenance, staff technology support, and/or training at the school site. Examples of media specialists include librarians, technology coordinators, technology specialists, and media specialists.

### ***Building Administrator Questionnaire***

The Building Administrator Questionnaire should be taken by school site administrators that are involved in the curriculum decision-making process and/or technology acquisition process, but do not have direct instructional contact with students. Examples of building administrators include principals, vice principals, and curriculum coordinators.

### ***Preservice Teacher Questionnaire – Not Used for LMSD***

### ***Higher Education Faculty Questionnaire – Not Used for LMSD***

## Screen #1

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Welcome!

**LoTi Lounge**

I'm a new user	I'm already registered
I want to take the Questionnaire, but I need to register for LoTi Lounge... <a href="#">Sign me up!</a>	User ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Submit"/> <a href="#">Need help signing in?</a>

Web Browser Recommendations

**Educators**  
I want to LOGIN to LoTi Lounge.  
**LOGIN**

**Administrators**  
I want to manage my group results in LoTi Profiler.  
**LOGIN**

**What is LoTi?**  
I need more information about LoTi or how I can get involved.  
**Click Here!**

## Screen #2

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**Return to LoTi Lounge**

**User Registration**

**Register as a new user** **step 1**

**Group Information**  
Enter the group ID and password given to you by your group representative.

Group ID:   
Group Password:

**Group Member Information**  
Enter a personal User ID and Password. **Choose something you will remember**, you will need this User ID and Password to access this system again.  
Your User ID must be at least 4 characters long and shouldn't contain any spaces or special symbols. Underlines are OK.

**WARNING!** Do not use "test" in your User ID. All users with "test" in their User ID are deleted nightly - i.e. "testing", "UserTest" and "mytester"

User ID:   
(examples: fred\_hill, bobby10, 1794)  
Password:  Type again to confirm:   
Name (optional): First:  Last:   
Grade Level:   
Subject Area:


**Email Address**  
If you forget your password, we'll send it to the email address you provide now, so make sure it is correct.  
**Note:** A valid email address is **required** in order to use the LoTi Course Planner and register for Courses.

Current Email Address:   
**Note:** Email cannot exceed 50 characters

We **do not** sell or give others your personal information.

**Next Step:** Choose Your Organization

## Screen #3



### User Registration

#### Choose Your Organization

step 2

Your Group Name: **State of Pennsylvania**

#### Which organization do you belong to?


Most users will need to make more than one selection. Keep selecting items from the pop-up list (one for each level in your organizations hierarchy) until the pop-up list is replaced by your final selection and the continue button appears at the bottom of this page.

ie. select your district from the pop-up list, wait for the screen to update, select your school from the pop-up list, wait for the screen to update, then click continue.

District: Lower Merion School District ->  
 School: **Bala-Cynwyd Middle School**    <- click to go up one level


## Screen #4a


# Welcome!



Congratulations! Your registration has been confirmed. Your newly created User ID and Password can be used to access the LoTi Lounge at any time.

## Where would you like to start?



[Enter the LoTi Lounge](#)


[Take the LoTi Questionnaire](#)

← New User Welcome

#4b


Returning Welcome →





Welcome back bill\_dolton! [Sign Out](#)


The LoTi Lounge is a professional development resource center for K-12 Educators. In the LoTi Lounge, you can gather online resources for your classroom, create your own professional development plan, track your continuing education credits, complete needs assessment surveys, build your very own electronic portfolio, and much, more!

## Where would you like to start?


[Take the DETAILS Questionnaire](#)


[Explore LoTi Resources](#)


[Review Results & Recommendations](#)


[Access My Projects](#)

Web Browser Recommendations

### Assess

- DETAILS for the 21st Century Questionnaire

### Plan

- Review Results and Recommendations

### Implement

- My Projects

### Sustain

- LoTi Resources

### Manage My Account


- Edit User Profile


### For Administrators Only

- LoTi Profiler



## Screen #5





Welcome test\_person!

**Questionnaire Options**

- Start a New DETAILS for the 21st Century Questionnaire

**Background Information**

- Background Info
- Questionnaire Versions
- CIP Framework
- PCU Framework
- LoTi Framework

**Personal Information**

- Edit User Profile


**Start a New DETAILS for the 21st Century Questionnaire**

Welcome to the DETAILS for the 21st Century Questionnaire! To start a new DETAILS for the 21st Century Questionnaire, select the appropriate version of the DETAILS for the 21st Century Questionnaire below according to your position, then click "Start" to begin. If you are unsure which version of the DETAILS for the 21st Century Questionnaire would be most appropriate for you, click on Questionnaire Versions from the "Background Information" menu on the left.

The questionnaire generally takes about 20 minutes to complete. If you need more time to complete the DETAILS for the 21st Century Questionnaire, simply click "Save and Exit" at any time during the process so that your partial questionnaire will be saved. Your DETAILS for the 21st Century Questionnaire will not be submitted until you hit the "Submit My Survey" button on the last page of the Questionnaire.

**Choose a DETAILS for the 21st Century Questionnaire:**


Questionnaire Version: Lower Merion DETAILS: Inservice Teachers


Start a New Questionnaire

## Screen #6

**Lower Merion DETAILS: Inservice Teachers**

Page 1 of 6



Welcome test\_person!

**Introduction**

The following information has been requested as part of an ongoing effort to increase the Level of Technology Implementation in schools nationwide. Individual information will remain anonymous, while the aggregate information will provide various comparisons for your school, school district, regional service agency, and/or state within the LoTi Technology Use Profile. Please fill out as much of the information as possible.

The LoTi Questionnaire (LoTiQ) takes about 20-25 minutes to complete. The purpose of this questionnaire is to determine your Level of Technology Implementation (LoTi) based on your current position (i.e., pre-service teacher, inservice teacher, building administrator, instructional specialist, media specialist, higher education faculty) as well as your perceptions regarding your Personal Computer Use (PCU), and Current Instructional Practices (CIP).

**THIS IS NOT A TEST!**

Completing the questionnaire will enable your educational institution to make better choices regarding staff development and future technology purchases. The questionnaire statements were developed from typical responses of educators who ranged from non-users to sophisticated users of computers. Questionnaire statements will represent different uses of computers that you currently experience or support, in varying degrees of intensity, and should be recorded appropriately on the scale. Please respond to the statements in terms of your present uses or support of computers in the classroom. For statements that are Not Applicable to you, please select a "0" response on the scale.

**Computer Access**

Do you have computer access at school?

Computer access means that students and teachers can use computers within the school building for instructional purposes; including computers in your classroom, computer labs, computers on carts, general access computers in the library/media center or something similar.

☐ Yes
 ☐ No



## Screen #7

**Lower Merion DETAILS: Inservice Teachers**

Page 2 of 6

[Save and Exit](#)

Welcome test\_person!

Lower Merion: 2006 Demographic Information

**Question #1**

Which category best describes your primary subject/specialty?

[ - select one - ]

**Question #2**

Which category best describes your primary grade level?

[ - select one - ]

**Question #3**

How many years of experience do you have in education?

[ - select one - ]

**Question #4**

Approximately how often do you use computers to do your job as an educator?

[ - select one - ]

**Question #5**

Approximately how often do students use computers in your instructional setting?

[ - select one - ]

## Screen #8

**Lower Merion DETAILS: Inservice Teachers**

Page 3 of 6

[Save and Exit](#)

Welcome test\_person!

**DETAILS: Inservice Teacher Questions**

Read each response and assign a score based on the following scale:

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
N/A	Not true of me now		Somewhat true of me now			Very true of me now	

**Question #1**

I can locate and implement instructional units that emphasize students using the classroom technology student relevancy to the real world.

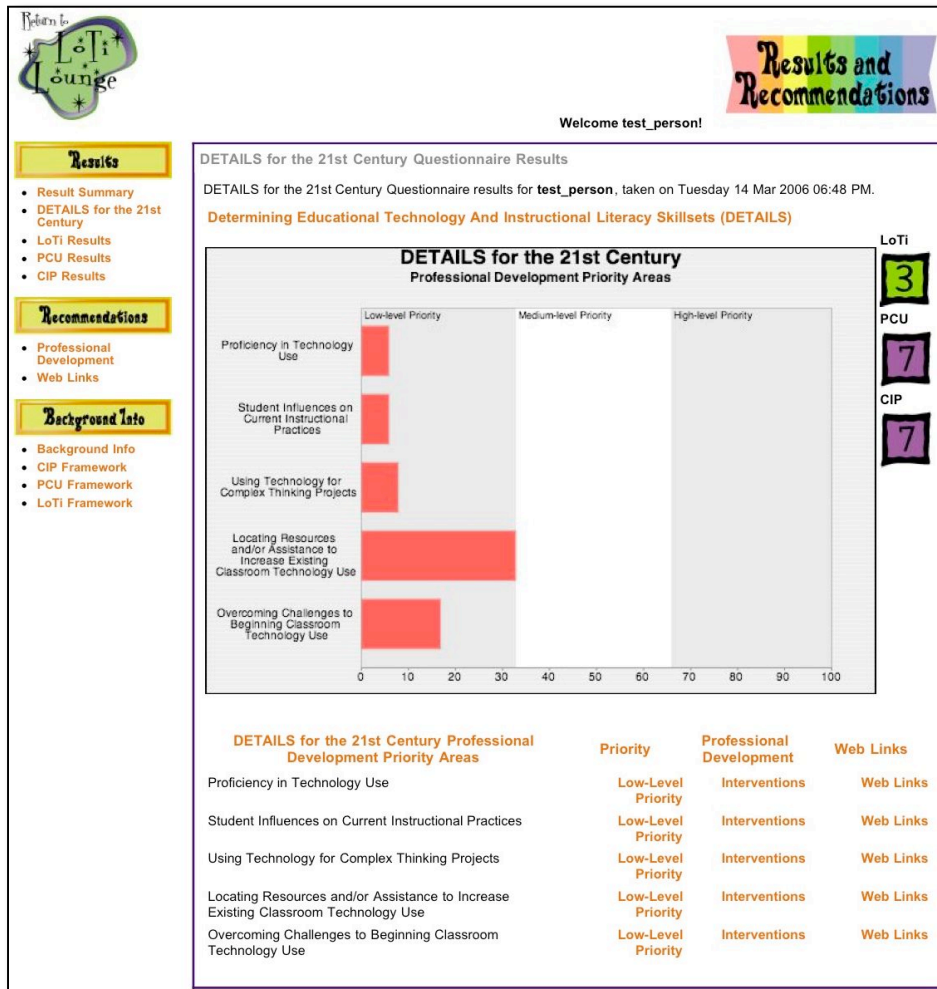
☐ 0   
 ☐ 1   
 ☐ 2   
 ☐ 3   
 ☐ 4   
 ☐ 5   
 ☐ 6   
 ☐ 7

N/A    Not true of me now    Somewhat true of me now    Very true of me now

[previous page...](#)

[Submit Your Survey](#)

## Screen #9



# Tips for Taking the Online LoTi Survey

*These may help you select the most appropriate responses for your situation.*

Select...	If you can say...
0 to 1	<i>I've never tried it; I don't think I can do it</i>
2 to 3	<i>I've seen it; I'm willing to observe in the lab</i>
4 to 5	<i>I've done this; I would like a little support</i>
6 to 7	<i>I can do this; I could teach it to others</i>